

**CALIFORNIA HIGHWAY PATROL**  
**Annual Waste Disposal/Recycling Bin Survey**

Command name: Information Management Division

Location code: 040

Contact name: Christina Montano

Contact phone: 916-657-7171

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**Waste/Recycling Service Provider Information**

Name: Waste/Recycling is done in house

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

**DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP:** Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
30 gallon	3/4	monthly	paper
30 gallon	3/4	monthly	paper

☒ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES* (Used, Surplus, Recycle Contract)</b>	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns:

### **\*ELECTRONIC WASTE\***

Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment

**Recycle**

**N/A**



**Comments:** Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.

**ANNUAL PAPERWORK REPORT**

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions  
Unit by last business day in July  
Duplicate: Local File

DATE 04/27/2009	LOCATION CODE 041
COMPLETED BY Craig Tomlinson	

**ACTIVE RECORDS****INACTIVE RECORDS**

		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
CABINETS	Letter drawers		26 x 1.500	39.000	Letter drawers	6 x 1.500	9.000
	Legal drawers		28 x 2.000	56.000	Legal drawers	26 x 2.000	52.000
	Shelves		15 x 2.250	33.750	Shelves	8 x 2.250	18.000
MODULAR	Desk drawers		173 x 1.000	173.000	Radio cards (27 inches deep)	0 x 0.375	
	Drawers (20" x 11" x 12")		54 x 1.500	81.000	7-drawer cabinet (8" x 5")	12 x 1.250	15.000
	Shelves (23" x 12.5" x 13")		35 x 2.000	70.000	Record center storage box (Archive)	0 x 1.000	
	Shelves (40" x 12.5" x 13")		49 x 3.750	183.750	Oxford file (box for copier paper)	81 x 1.500	121.500
CARD DRAWERS	16 INCHES	5" x 3"	0 x 0.139	OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)			
		8" x 5"	0 x 0.370	Binder (1" capacity)	20.00 x 0.050	1.000	
	27 INCHES	5" x 3" Double drawer	0 x 0.469	Binder (1.5" capacity)	15.00 x 0.075	1.125	
		8" x 5" Double drawer	0 x 1.250	Binder (2" capacity)	42.00 x 0.100	4.200	
		Radio	0 x 0.375	Binder (2.5" capacity)	6.00 x 0.125	0.750	
	Regular desk drawers		14 x 1.500	21.000	Binder (3" capacity)	6.00 x 0.150	0.900
Video cassette tapes (Do not include blank tapes)		16 x 0.042	0.672	Shelves (34" x 14" x 12.5")	22.00 x 3.443	75.746	
Binder (1" capacity)		20 x 0.050	1.000	Shelves (18" x 7" x 12")	8.00 x 0.875	7.000	
Binder (2" capacity)		109 x 0.100	10.900	Shelves (48" x 17" x 20")	4.00 x 9.444	37.776	
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)				Shelves (34" x 14" x 20")	8.00 x 5.510	44.080	
Binder (1.5" capacity)		7.00 x 0.075	0.525		x		
Binder (2.5" capacity)		23.00 x 0.125	2.875		x		
Binder (3" capacity)		130.00 x 0.150	19.500		x		
Shelves (35" x 12" x 11.5")		29.00 x 2.795	81.055		x		
Shelves (36.5" x 12" x 11.5")		22.00 x 2.914	64.108		x		
(Rounded to nearest foot) TOTAL				838	(Rounded to nearest foot) TOTAL		388

**FORMS MANAGEMENT REPORT**

Number of:

Forms (July 1 last year) 7New forms (added after June 30 last year) 0Forms cancelled (since July 1 last year) 0Total number of active forms (This total shall  
agree with actual count on CHP 67A, Forms Log) 7Submit a new CHP 67A whether or not there have  
been changes.If any forms have been added or revised, attach a copy of  
each new/revised form to the CHP 67A.

# RECORDS DESTRUCTION/DISPOSAL SUMMARY

CHP 62 (Rev. 5-06) OPI 076

DATE 04/27/2009	COMPLETED BY Craig Tomlinson	PHONE NUMBER (916) 453-3805	COMMAND NAME Information Technology Section	LOCATION CODE 041
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INDICATE DISPOSAL METHOD(S)

<input type="checkbox"/> 1. Local shredder/recycle contractor <b>1. SHREDDING*</b> <i>(Confidential Material)</i> <i>(Attach copy of invoice(s) to show volume/weight, time expended and cost)</i>		<input checked="" type="checkbox"/> 2. Donated to non-profit organization <b>2. NON-PROFIT ORGANIZATION*</b> <i>(Non-Confidential Material)</i>		<input checked="" type="checkbox"/> 3. Disposed with normal waste <b>3. WASTE HAULER*</b> <input checked="" type="checkbox"/> Recycles <i>(no letter required)</i> <input type="checkbox"/> Does not recycle <i>(attach letter from company verifying)</i>	
LOCAL CONTRACTOR NAME AND ADDRESS		NAME AND ADDRESS C & C Recycling 1957 Railroad Dr #A Sacramento, CA 95815		DATE(S) DONATED 1 & 3 Thurs of month	
STATE EMPLOYEE(S) WITNESSING ABOVE		DATE(S)		NAME, ADDRESS, AND PHONE NUMBER City of Sacramento 1395 35th Avenue Sacramento, CA 95822 (916) 808-5454	
				IF THERE IS A RECYCLING PROGRAM AVAILABLE <input type="checkbox"/> Participating <input checked="" type="checkbox"/> Not Participating <i>(explain in comments)</i> WASTE HAULER REMOVES RECYCLABLES FROM REGULAR GARBAGE DUMPSTER <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes, percentage, if known EXTRA CHARGE FOR RECYCLING <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, \$ FREQUENCY OF PICKUP RECYCLE BINS (NOT GARBAGE) PROVIDED <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, Size: Qty:	
		TOTAL AMOUNT DONATED 466.68		cubic feet	

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feet are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically. If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

MONTH	CONTRACT SHREDDING		IN-HOUSE SHREDDING			ALL OTHER PAPER/RECORDS (#2 and #3 above)		TOTALS
	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	
JULY			24	0.8	YES	5,666.67	188.89	189.69
AUGUST			24	0.8	YES	5,666.67	188.89	189.69
SEPTEMBER			24	0.8	YES	5,666.67	188.89	189.69
OCTOBER			24	0.8	YES	5,666.67	188.89	189.69
NOVEMBER			24	0.8	YES	5,666.67	188.89	189.69
DECEMBER			24	0.8	YES	5,666.67	188.89	189.69
JANUARY			24	0.8	YES	5,666.67	188.89	189.69
FEBRUARY			24	0.8	YES	5,666.67	188.89	189.69
MARCH			24	0.8	YES	5,666.67	188.89	189.69
APRIL			24	0.8	YES	5,666.67	188.89	189.69
MAY			24	0.8	YES	5,666.67	188.89	189.69
JUNE			24	0.8	YES	5,666.67	188.89	189.69
ANNUAL TOTAL			288	9.6		68,000.04	2,266.68	2,276.28

\* Enter monthly totals in appropriate month above.  
Do not include in above any boxes picked up by or sent to Supply Services Unit.

Note: Archive box = 30 pounds = 1 cubic foot  
Oxford (paper) box = 45 pounds = 1.5 cubic feet  
33 gallon bag of uncompacted shredded paper = 8 pounds = 0.27 cubic feet

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED, E.G., WEIGHED BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Vendor provided weight figures. Participating in alternative recycling program (C&C Recycling).

**SUBMIT ANNUALLY IN JULY. (Attach one copy of each new / revised form since last report.)**

DATE \_\_\_\_\_

04/27/2009

CONTACT PERSON (FIRST &amp; LAST NAME)

TELEPHONE NUMBER

LOCATION

LOCATION CODE	
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Craig Tomlinson

(916) 453-3805

Information Technology Section

041

**PUBLIC USE:** A form that a member of the public is required to complete and return to CHP.

TOTAL FORMS	
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\* **BUSINESS USE:** A form that a business, other than a government agency, is required to complete and return to CHP.

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[illegible]

**CALIFORNIA HIGHWAY PATROL**  
**Annual Waste Disposal/Recycling Bin Survey**

Command name: Information Management Division - CHPERS Unit

Location code: 040

Contact name: Lt. Evan Robinson

Contact phone: (916) 376-3900

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**Waste/Recycling Service Provider Information**

Name:

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

**DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP:** Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

☐ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES* (Used, Surplus, Recycle Contract)</b>	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*ELECTRONIC WASTE*</b>	<b>Recycle</b>	<b>N/A</b>
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

# ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

**COPY**

Original: Must be at Automated Business Solutions  
Call by last business day in July  
Duplicate: Local File

DATE 06/30/2009	LOCATION CODE 040
COMPLETED BY Christina Montano	

ACTIVE RECORDS				INACTIVE RECORDS			
		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
CABINETS	Letter drawers	5 x 1.500	7.500	Letter drawers	7 x 1.500	10.500	
	Legal drawers	x 2.000		Legal drawers	x 2.000		
	Shelves	10 x 2.250	22.500	Shelves	16 x 2.250	36.000	
MODULAR	Desk drawers	x 1.000		Radio cards (27 inches deep)	x 0.375		
	Drawers (20" x 11" x 12")	x 1.500		7-drawer cabinet (8" x 5")	x 1.250		
	Shelves (23" x 12.5" x 13")	x 2.000		Record center storage box (Archive)	x 1.000		
	Shelves (40" x 12.5" x 13")	x 3.750		Oxford file (box for copier paper)	3 x 1.500	4.500	
CARD DRAWERS	16 INCHES			OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)			
	5" x 3"	x 0.139					
	8" x 5"	1 x 0.370	0.370		x		
	27 INCHES	5" x 3" Double drawer	x 0.469			x	
		8" x 5" Double drawer	x 1.250			x	
		Radio	x 0.375			x	
Regular desk drawers		8 x 1.500	12.000		x		
Video cassette tapes (Do not include blank tapes)		x 0.042			x		
Binder (1" capacity)		17 x 0.050	0.850		x		
Binder (2" capacity)		2 x 0.100	0.200		x		
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)					x		
		x			x		
		x			x		
		x			x		
		x			x		
		x			x		
(Rounded to nearest foot) TOTAL				(Rounded to nearest foot) TOTAL		51	
43							

## FORMS MANAGEMENT REPORT

Number of:

Forms (July 1 last year) 1  
 New forms (added after June 30 last year) 0  
 Forms cancelled (since July 1 last year) 0  
 Total number of active forms (This total shall  
 agree with actual count on CHP 67A, Forms Log) 1

Submit a new CHP 67A whether or not there have  
been changes.

If any forms have been added or revised, attach a copy of  
each new/revised form to the CHP 67A.

# RECORDS DESTRUCTION/DISPOSAL SUMMARY

CHP 62 (Rev. 5-06) OPI 076

DATE 06/30/2009	COMPLETED BY Christina Montano	PHONE NUMBER 916-657-7171	COMMAND NAME Info Management Division	LOCATION CODE 040
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INDICATE DISPOSAL METHOD(S)

☐ 1. Local shredder/recycle contractor

☐ 2. Donated to non-profit organization

☐ 3. Disposed with normal waste

## 1. SHREDDING

(Confidential Material)

## 2. NON-PROFIT ORGANIZATION

(Non-Confidential Material)

## 3. WASTE HAULER

☐ Recycles (if not, please specify)

☐ Does not recycle (if not, please specify)

LOCAL CONTRACTOR NAME AND ADDRESS

NAME AND ADDRESS

DATE(S) DONATED

NAME, ADDRESS, AND PHONE NUMBER

STATE EMPLOYEE(S) WITNESSING ABOVE

DATE(S)

IF THERE IS A RECYCLING PROGRAM AVAILABLE

☐ Participating

☐ Not Participating (if not, please specify)

WASTE HAULER REMOVES RECYCLABLES FROM REGULAR GARBAGE DUMPSTER

☐ No ☐ Yes, percentage, if known

EXTRA CHARGE FOR RECYCLING

FREQUENCY OF PICKUP

☐ No ☐ Yes, \$

TOTAL AMOUNT DONATED

RECYCLE BINS (NOT GARBAGE) PROVIDED

cubic feet

☐ No ☐ Yes, Size:

Qty:

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feet are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically. If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

MONTH	CONTRACT SHREDDING		IN-HOUSE SHREDDING			ALL OTHER PAPER RECORDS (#2 and #3 above)		TOTALS
	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
ANNUAL TOTAL								

Enter monthly totals in appropriate month above.  
Do not include in above any boxes picked up by  
or sent to Supply Services Unit.

Note: Archive box = 30 pounds = 1 cubic foot  
Oxford (paper) box = 45 pounds = 1.5 cubic feet  
33 gallon bag of uncompact shredded paper = 8 pounds = 0.27 cubic feet

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED, E.G., WEIGHED BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Confidential Papers are picked up by Headquarters Building B Janitor throughout the year

SUBMIT ANNUALLY IN JULY. (Attach one copy of each new / revised form since last report.)

DATE  
06/30/2009

CONTACT PERSON (FIRST & LAST NAME)	TELEPHONE NUMBER	LOCATION	LOCATION CODE
Christina Montano	(916) 657-7171	Information Management Division	040

\* PUBLIC USE: A form that a member of the public is required to complete and return to OHP.

**BUSINESS USE:** A form that a business, other than a government agency, is required to complete and return to CHP.

TOTAL FORMS	1
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[illegible]

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Communications Centers Support Section,  
3500 Reed Avenue, West Sacramento, 95605  
Location code: 048 Academy Training Center (Dispatch Training)  
Contact name: Kiel Lamar  
Contact phone: 916-375-3455

Waste/Recycling Service Provider Information

Name:

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

**DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP:** Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

☐ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

Confidential waste is picked up by Academy staff daily. The amount is estimated at 1,000 sheets weekly.

\_\_\_\_\_

\_\_\_\_\_



## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an X in the **Recycle** column if you recycle the item, or, mark an X in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an X in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES* (Used, Surplus, Recycle Contract)</b>	<b>Recycle</b>	<b>N/A</b>
White Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

*ELECTRONIC WASTE*	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		



**COPY**

Original: Must be at Automated Business Solutions  
Unit by last business day in July  
Duplicate: Local File

DATE 06/30/2009	LOCATION CODE 048
COMPLETED BY Mary Ann Alvarez	

ACTIVE RECORDS				INACTIVE RECORDS		
		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET
CABINETS	Letter drawers	2 x 1.500	3.000	Letter drawers	5 x 1.500	7.500
	Legal drawers	x 2.000		Legal drawers	x 2.000	
	Shelves	x 2.250		Shelves	x 2.250	
MODULAR	Desk drawers	8 x 1.000	8.000	Radio cards (27 inches deep)	x 0.375	
	Drawers (20" x 11" x 12")	2 x 1.500	3.000	7-drawer cabinet (8" x 5")	x 1.250	
	Shelves (23" x 12.5" x 13")	6 x 2.000	12.000	Record center storage box (Archive)	34 x 1.000	34.000
	Shelves (40" x 12.5" x 13")	x 3.750		Oxford file (box for copier paper)	8 x 1.500	12.000
CARD DRAWERS	16 INCHES	5" x 3"	x 0.139	OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)		
		8" x 5"	x 0.370	Modular desk drawer	5.00 x 1.000	5.000
	27 INCHES	5" x 3" Double drawer	x 0.469	Modular drawers 20"x11"x12"	4.00 x 1.500	6.000
		8" x 5" Double drawer	x 1.250	Modular drawers 23"x12.5"x13"	4.00 x 2.000	8.000
		Radio	x 0.375		x	
	Regular desk drawers		x 1.500		x	
Video cassette tapes (Do not include blank tapes)		x 0.042		x		
Binder (1" capacity)		6 x 0.050	0.300		x	
Binder (2" capacity)		33 x 0.100	3.300		x	
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)					x	
		x			x	
		x			x	
		x			x	
		x			x	
		x			x	
(Rounded to nearest foot) TOTAL			30	(Rounded to nearest foot) TOTAL		73

**FORMS MANAGEMENT REPORT**

Number of:

Forms (July 1 last year)

New forms (added after June 30 last year)

Forms cancelled (since July 1 last year)

Total number of active forms (This total shall  
agree with actual count on CHP 67A, Forms Log)

Submit a new CHP 67A whether or not there have  
been changes.

If any forms have been added or revised, attach a copy of  
each new/revised form to the CHP 67A.

INDICATE DISPOSAL METHOD(S)

- ☐ 1. Local shredder/recycle contractor      ☐ 2. Donated to non-profit organization      ☐ 3. Disposed with normal waste

<b>1. SHREDDING</b> <i>(Confidential Material)</i>	<b>2. NON-PROFIT ORGANIZATION*</b> <i>(Non-Confidential Material)</i>	<b>3. WASTE HAULER*</b> <input type="checkbox"/> Recycles <i>(as listed on permit)</i> <input type="checkbox"/> Does not recycle <i>(as listed on permit)</i>
LOCAL CONTRACTOR NAME AND ADDRESS	NAME AND ADDRESS	DATE(S) DONATED
		NAME, ADDRESS, AND PHONE NUMBER
		IF THERE IS A RECYCLING PROGRAM AVAILABLE <input type="checkbox"/> Participating <input type="checkbox"/> Not Participating <i>(explain in comments)</i>
STATE EMPLOYEE(S) WITNESSING ABOVE	DATE(S)	WASTE HAULER REMOVES RECYCLABLES FROM REGULAR GARBAGE DUMPSTER <input type="checkbox"/> No <input type="checkbox"/> Yes, percentage, if known
		EXTRA CHARGE FOR RECYCLING    FREQUENCY OF PICKUP <input type="checkbox"/> No <input type="checkbox"/> Yes, \$
	TOTAL AMOUNT DONATED	RECYCLE BINS (NOT GARBAGE) PROVIDED
	cubic feet	<input type="checkbox"/> No <input type="checkbox"/> Yes, Size:    Qty:

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feet are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically. If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

MONTH	CONTRACT SHREDDING		IN-HOUSE SHREDDING			ALL OTHER PAPER RECORDS (#2 and #3 above)		TOTALS
	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	
JULY								
AUGUST								
SEPTEMBER								
OCTOBER								
NOVEMBER								
DECEMBER								
JANUARY								
FEBRUARY								
MARCH								
APRIL								
MAY								
JUNE								
ANNUAL TOTAL								

Enter monthly totals in appropriate month above.  
Do not include in above any boxes picked up by  
or sent to Supply Services Unit.

Note: Archive box = 30 pounds = 1 cubic foot  
Oxford (paper) box = 45 pounds = 1.5 cubic feet  
33 gallon bag of **uncompacted shredded paper** = 8 pounds = 0.27 cubic feet

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED, E.G., WEIGHED BAG(S) USED, ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Recycled and confidential material volumes not reported for this Section because these volumes are sent directly to the headquarters recycle coordinator.

## FORMS LOG

CHP 67A (Rev. 8-06) OPI 076

SUBMIT ANNUALLY IN JULY. (Attach one copy of each new / revised form since last report.)

DATE \_\_\_\_\_

06/30/2009

CONTACT PERSON (FIRST &amp; LAST NAME)

Mary Ann Alvarez

TELEPHONE NUMBER

(916) 375-2700

LOCATION

Communications Centers Support Section

LOCATION CODE

048

\* **PUBLIC USE:** A form that a member of the public is required to complete and return to CHP

**BUSINESS USE:** A form that a business, other than a government agency, is required to complete and return to CHFP.

TOTAL FORMS	
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1

[illegible]

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Communications Centers Support Section,  
860 Stillwater Road, West Sacramento, 95605

Location code: 048

Contact name: Cassaundra McCants

Contact phone: 916-375-2700

Waste/Recycling Service Provider Information

Name: (services provided through facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

**DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP:** Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
Blue Recycle bins (see ASD records)	fill	(see ASD records)	White paper and colored paper

☒ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

Toner cartridges are sent to mail room for recycling pick-up.

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an X in the **Recycle** column if you recycle the item, or, mark an X in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an X in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

### **\*ELECTRONIC WASTE\***

**Recycle**

**N/A**

Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment



**Comments:** Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Communications Centers Support Section  
16791 Davis Avenue, Suite 107B, Riverside, CA 92518  
Location code: 048, Ben Clark Training Center (Dispatcher Training)  
Contact name: Heather Mallory  
Contact phone: 951-486-2886

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Waste/Recycling Service Provider Information

Name: (services provided through landlord of facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

☐ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

All paper is shredded by staff and disposed of by landlord (Riverside Sheriff Office).  
The amount is estimated at 1,000 sheets weekly.

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

*ELECTRONIC WASTE*	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

**CALIFORNIA HIGHWAY PATROL**  
**Annual Waste Disposal/Recycling Bin Survey**

Command name: Support Services Section

Location code: 042

Contact name: Christina Albright

Contact phone: (916) 375-2812

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**Waste/Recycling Service Provider Information**

Name:

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

**DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP:** Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

☐ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*ELECTRONIC WASTE*</b>	<b>Recycle</b>	<b>N/A</b>
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

# FORMS LOG

CHP 67A (Rev. 8-06) OPI 076

SUBMIT ANNUALLY IN JULY. (Attach one copy of each new / revised form since last report.)

DATE  
06/02/2009

CONTACT PERSON (FIRST & LAST NAME)	TELEPHONE NUMBER	LOCATION	LOCATION CODE
Christina McClain	(916) 375-2812	Support Services Section	042

\* **PUBLIC USE:** A form that a member of the public is required to complete and return to CHP.

\* **BUSINESS USE:** A form that a business, other than a government agency, is required to complete and return to CHP.

TOTAL FORMS  
47

FORM NUMBER	FORM TITLE (Must show same title as shown on form)	DATE (Mo / Yr)			PURPOSE (OR IF CANCELING, REASON)	★ BUSINESS USE		APPROX. ANNUAL USE
		ORIGINATED	REVISED	CANCELED		PUBLIC USE		
001	Route Slip	Jun 1997	Apr 2008		SSS Employee Route Slip (SSS)			2000
001A	Route Slip	Jun 1997	Dec 2007		Information Processing Group Route Slip			500
001C	Route Slip	Apr 1995	Jun 2008		Data Collections Unit Route Slip			250
001D	Route Slip	Mar 2006	Jun 2008		Card 8 Route Slip			50
002	Support Services Section Phone List	Jun 1997	May 2009		Support Services Section Telephone List (SSS)			1400
003	Request for Leave		Jul 1998	Jun 2007	To designate dates, hour, and credits to be used during leave (DCU) NO LONGER USED - DELETE			0
004	Time Analysis Report	Dec 2005	Apr 2008		Time Analysis Report (C8)			650
005	Leave Log	Jan 2009	May 2009		To track employees leave credits to and prevent discrepancies (SSS)			12
006	Permanent Out	Mar 1990	May 1999	Jun 2007	Identifies SWITRS reports in fatal files (FARS) NO LONGER USED - DELETE			0
007	Control Log	Jul 1995	May 1998		List batches that are received for processing (DCU)			120
008	Office Supplies Order Form	Apr 2009	May 2009		To track individual unit office ordering (SSS)			140
009	Annual Field Folder Review Detailed Checklist	Apr 2009	May 2009		To assist supervisor's with annual field folder review (SSS)			100
010	X Number Log	Mar 2009	May 2009		Tracks the X Number process and completeness. (SSS)			1

# FORMS LOG

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CONTACT PERSON (FIRST & LAST NAME) Christina McClain	TELEPHONE NUMBER (916) 375-2812	LOCATION Support Services Section	LOCATION CODE 042
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TOTAL FORMS  
47

FORM NUMBER	FORM TITLE (Must show same title as shown on form)	DATE (Mo / Yr)			PURPOSE (OR IF CANCELING, REASON)	★ BUSINESS USE		APPROX. ANNUAL USE
		ORIGINATED	REVISED	CANCELED		PUBLIC USE		
011	Statewide Fatalities	Jan 1999	Jan 2007		Statewide Fatalities provisional weekly report (ISU)			60
011A	Statewide Fatalities by Division	Jan 1999	Jan 2007		Statewide Fatalities provisional by Division weekly report (ISU)			60
012	Time Analysis Report	Jan 1990	Mar 2008		Time Analysis Report (DAU)			1500
013	How to Navigate an Employee's Field Folder	Apr 2009	May 2009		A guide on where to locate and file forms in the field folder			11
014	Section Roster	Mar 2003	May 2009		A listing of all employees information for emergency reasons. (SSS)			1
015	Annual Field Folder Review	May 2009	May 2009		A spreadsheet that calculates and tracks employees annual field folder reviews. (SSS)			1
016	Work Status Tracking	Apr 2009	May 2009		Keeps the commander informed of all the projects and when they were completed. (SSS)			1
017	Beat Description Worksheet	Jan 1990	Oct 1995	Jun 2007	Beat Description Worksheet, SWITRS realignment report for area (ISU) NO LONGER USED - DELETE			0
018	Fatal Collisions and Fatalities	Jan 1990	Jan 2007		Total weekly collisions and fatalities report SWITRS (ISU)			60
019	Confidential Destruction Tracking	May 2009	May 2009		Tracks each units' boxes that are sent for destruction. (SSS)			12
020	SSS Vendors On File	May 2009			Tracks the vendors that already have signed STD. 21's and STD. 204's. (SSS)			1
021	FMLA Employee Usage Log	May 2009			To track employees FMLA usage and prevent discrepancies (SSS)			1
022	Clerical Vacation Schedule	Mar 2009	May 2009		To help track which employee has approved vacations days and when they are scheduled. (SSS)			1

# FORMS LOG

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TOTAL FORMS  
47

FORM NUMBER	FORM TITLE (Must show same title as shown on form)	DATE (Mo / Yr)			PURPOSE (OR IF CANCELING, REASON)	★ BUSINESS USE PUBLIC USE	APPROX. ANNUAL USE
		ORIGINATED	REVISED	CANCELED			
023	California Highway Patrol Jurisdiction Administrative Reference Book		Mar 1999		To capture historical and statistical CHP data (ISU)		500
024	Injury/Illness Cheat Sheet	Jan 2005	May 2009		To assist supervisor's and manger's with injuries in the work place (SSS)		15
025	Provisional Motor Vehicle Traffic Deaths	Jan 1990	Jul 1995		Provisional Motor Vehicles monthly report for traffic accidents (ISU)		12
025A	Provisional Motor Vehicle Traffic Accidents	Jan 1990	Jul 1995		Provisional Motor Vehicles monthly report for traffic accidents (ISU)		12
026	Filing a SCIF Claim	Feb 2009	May 2009		To assist supervisor's and manger's with injuries in the work place (SSS)		15
027	IMD Overtime Report	Jan 2003	May 2009		Report of money spent on overtime each month that IMD requests. (SSS)		12
028	State Budgeted OT	Jan 2003	May 2009		Tracks employees overtime payouts and how much is left of the OT budget each month. (SSS)		12
029	Beat Description File Revisions	Jan 1990	Oct 1995		Beat Description File Revisions for collisions and fatal reports SWITRS (ISU)		30
035	SWITRS Output Control		Mar 1997	Jul 2007	List SWITRS documents received, processed, and daily backlog in DCU NO LONGER USED - DELETE		0
036	Information Request	Jan 1990	Oct 1995		Worksheet to track requests (ISU)		3000
037	Fatality Record	Jan 1990	Jul 1995		Fatality Record, weekly statistics report of fatals SWITRS (ISU)		52
041	415D Receipt and Processing Log	Jul 2002	Jul 2003	Mar 2008	To log receipt and monitor status of 415D processing for all field offices NO LONGER USED - DELETE		0
042	415D Weekly Cover	Jul 2002	Jul 2003	Mar 2008	To serve as a cover sheet for field offices 415D NO LONGER USED - DELETE		0

# FORMS LOG

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DATE  
06/02/2009

CONTACT PERSON (FIRST & LAST NAME)

Christina McClain

TELEPHONE NUMBER

(916) 375-2812

LOCATION

Support Services Section

LOCATION CODE

042

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TOTAL FORMS

47

FORM NUMBER	FORM TITLE (Must show same title as shown on form)	DATE (Mo / Yr)			PURPOSE (OR IF CANCELING, REASON)	★ BUSINESS USE		APPROX. ANNUAL USE
		ORIGINATED	REVISED	CANCELED		PUBLIC USE		
048	Service Request Log	Jan 1990	May 2009		CHP 54 Requests that are processed and sent over to Division (SSS)			9
055	Information Processing Group Current Workload Status		Oct 2006	Jul 2007	Internal workload status report (IPG) NO LONGER USED - DELETE			0
056	Refund Request Log - BIT Program	Jan 1990	Nov 2006		A log of requests for refunds - BIT Inspection Program (CRU)			25
058	Application Processing Log - BIT Program		Oct 2006		A processing log to keep track of BIT Program Applications			72
059	MISTER Record and CD Request Log	Jan 1990	Oct 2006		A log to keep track of MISTER Record requests and CD requests (CRU)			15
060	Dishonored Check Log	Jan 1990	Oct 2006		A log to keep track of dishonored checks for BIT Program (CRU)			92
061	Current CRU Workload Status	Aug 2000	Oct 2006	Jan 2008	Internal Workload Status Report (CRU) NO LONGER USED - DELETE			0
062	Reinspection Processing Log - Bit Program	Jan 1990	Sept 2006		A log to keep track of all reinspections processed for the BIT Program (CRU)			60
063	Notice of Incomplete Application - BIT Program	Jan 1990	Jun 2007		Letter to Motor Carrier Advising why a CHP 362 cannot be processed (CRU)	X	X	400
065	MCP LTR		Oct 2006		Letter to Motor Carrier why CHP 364 (BIT Application) cannot be processed	X	X	375
066A	SafetyNet Timekeeping	Jul 2001	Jun 2006		Internal Workload Status Report (SNU)			260
101	Overtime Production Master	Jun 1997	May 2009		Employees unit production count/stats for overtime (DCU)			12
102	Production Master	Jun 1997	May 2009		Employees production count/stats on daily basis (DCU)			360



## FORMS LOG

CHP 67A (Rev. 8-06) OPI 076

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DATE \_\_\_\_\_

06/02/2009

CONTACT PERSON (FIRST &amp; LAST NAME)

Christina McClain

TELEPHONE NUMBER

(916) 375-2812

LOCATION	
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Support Services Section

LOCATION CODE	
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042

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TOTAL FORMS	10
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47

[illegible]

# ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions  
Unit by last business day in July  
Duplicate: Local File

DATE 06/04/2009	LOCATION CODE Adm
COMPLETED BY Christina	

ACTIVE RECORDS				INACTIVE RECORDS			
		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
CABINETS	Letter drawers		10 x 1.500	15.000	Letter drawers	9 x 1.500	13.500
	Legal drawers		2 x 2.000	4.000	Legal drawers	x 2.000	
	Shelves		1 x 2.250	2.250	Shelves	2 x 2.250	4.500
MODULAR	Desk drawers		x 1.000		Radio cards (27 inches deep)	x 0.375	
	Drawers (20" x 11" x 12")		x 1.500		7-drawer cabinet (8" x 5")	x 1.250	
	Shelves (23" x 12.5" x 13")		x 2.000		Record center storage box (Archive)	x 1.000	
	Shelves (40" x 12.5" x 13")		x 3.750		Oxford file (box for copier paper)	x 1.500	
CARD DRAWERS	16 INCHES	5" x 3"	x 0.139	OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)			
		8" x 5"	x 0.370	Cassette Tapes	24.00 x 0.250	6.000	
	27 INCHES	5" x 3" Double drawer	x 0.469	2" Binder	10.00 x 1.000	10.000	
		8" x 5" Double drawer	x 1.250		x		
		Radio	x 0.375		x		
		Regular desk drawers	x 1.500		x		
Video cassette tapes (Do not include blank tapes)		x 0.042		x			
Binder (1" capacity)		3 x 0.050	0.150		x		
Binder (2" capacity)		5 x 0.100	0.500		x		
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)					x		
Hanging Computer File		x 13.800			x		
Shelves 90" x 28.5" x 32.5"		x 8.000			x		
Small Hanging Computer File		x 2.000			x		
		x			x		
		x			x		
(Rounded to nearest foot) TOTAL				22	(Rounded to nearest foot) TOTAL		34

## FORMS MANAGEMENT REPORT

Number of:

Forms (July 1 last year)

New forms (added after June 30 last year)

Forms cancelled (since July 1 last year)

Total number of active forms (This total shall  
agree with actual count on CHP 67A, Forms Log)

Submit a new CHP 67A whether or not there have  
been changes.

If any forms have been added or revised, attach a copy of  
each new/revised form to the CHP 67A.

Print

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# RECORDS DESTRUCTION/DISPOSAL SUMMARY

CHP 62 (Rev. 5-06) OPI 076

DATE 06/02/2009	COMPLETED BY Christina McClain	PHONE NUMBER (916) 375-2812	COMMAND NAME Support Services Section	LOCATION CODE 042
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INDICATE DISPOSAL METHOD(S)

☐ 1. Local shredder/recycle contractor      ☐ 2. Donated to non-profit organization      ☐ 3. Disposed with normal waste

<b>1. SHREDDING*</b> <i>(Confidential Material)</i> <small>(Amount may be entered to show additional weight, none reported and 0.00)</small>	<b>2. NON-PROFIT ORGANIZATION*</b> <i>(Non-Confidential Material)</i>	<b>3. WASTE HAULER*</b> <input type="checkbox"/> Recycles <small>(see letter ref. req.)</small> <input type="checkbox"/> Does not recycle <small>(attach letter from company explaining)</small>
LOCAL CONTRACTOR NAME AND ADDRESS	NAME AND ADDRESS	DATE(S) DONATED
STATE EMPLOYEE(S) WITNESSING ABOVE		DATE(S)
TOTAL AMOUNT DONATED		cubic feet

IF THERE IS A RECYCLING PROGRAM AVAILABLE  
☐ Participating  
☐ Not Participating (if applicable, attach letter)

WASTE HAULER REMOVES RECYCLABLES FROM REGULAR GARBAGE DUMPSTER  
☐ No    ☐ Yes, percentage, if known

EXTRA CHARGE FOR RECYCLING      FREQUENCY OF PICKUP  
☐ No    ☐ Yes, \$

RECYCLE BINS (NOT GARBAGE) PROVIDED  
☐ No    ☐ Yes, Size:      Qty:

Enter the total volume of material destroyed/disposed for each month under the appropriate type. (If the cubic feet are unknown, weigh the material and enter the pound(s) in the appropriate weight column below; cubic feet will be calculated automatically. If only entering cubic feet, indicate in comments how monthly cubic feet figure was calculated.)

MONTH	CONTRACT SHREDDING		IN-HOUSE SHREDDING			ALL OTHER PAPER RECORDS (#2 and #3 above)		TOTALS
	WEIGHT	CUBIC FEET	WEIGHT	CUBIC FEET	RECYCLED?	WEIGHT	CUBIC FEET	
JULY				217.5				217.5
AUGUST				217.5				217.5
SEPTEMBER				219				219
OCTOBER				217.5				217.5
NOVEMBER				217.5				217.5
DECEMBER				219				219
JANUARY				244.5				244.5
FEBRUARY				218.5				218.5
MARCH				217.5				217.5
APRIL				216				216
MAY				215				215
JUNE				216.5				216.5
ANNUAL TOTAL				2,636				2,636

Enter monthly totals in appropriate month above.  
Do not include in above any boxes picked up by  
or sent to Supply Services Unit.

Note: Archive box = 30 pounds = 1 cubic foot  
Oxford (paper) box = 45 pounds = 1.5 cubic feet  
33 gallon bag of uncompacted shredded paper = 8 pounds = 0.27 cubic feet

COMMENTS (INCLUDE HOW ABOVE FIGURES WERE OBTAINED. E.G., WEIGHED BAG(S), USED ARCHIVE BOX(ES), VENDOR PROVIDED WEIGHT FIGURE(S), ETC.)

Support Services Section's confidential material is picked up by the Business Services Section stock clerk and taken to the document destruction center in West Sacramento. The above figures are based off the two types of boxes we use which are archive and oxford.

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications Section,  
860 Stillwater Road, West Sacramento, 95605

Location code: 047

Contact name: Elizabeth Davis

Contact phone: 916-375-2901

Waste/Recycling Service Provider Information

Name: (services provided through facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
blue bins (see ASD records)	fill	(see ASD records)	White paper and colored paper

☒ "Waste" is separated from "recycling" before it is picked up by the hauler.

☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

Toner cartridges are sent to mail room for recycling pick-up.

Other materials self-hauled and recycled:

Aluminum, glass, & plastic beverage containers (mixed): 1 / 40 gallon bag / monthly

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Automotive)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Wood	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pallets	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, or, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

### **\*ELECTRONIC WASTE\***

**Recycle**

**N/A**

Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment



**Comments:** Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications North Shop,  
3350 Reed Avenue, West Sacramento, 95605

Location code: 047N

Contact name: Lloyd Watson

Contact phone: 916-376-3540

Waste/Recycling Service Provider Information

Name: J & M Recycler

Address: 2205 Rice Avenue West Sacramento, CA 95601

Phone Number: Omar Gonzalez 916-372-4223

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
509 lbs		yearly total	Stainless steel, aluminum, copper #1, copper #2
55 gallon drum	full	yearly total	used oil filters, recycled by "Filter Recycling Services, Inc"
blue bins (see ASD records)	full	(see ASD records)	paper - white, Recycling Contract managed by ASD
150 Gallons		yearly total	used Motor Oil recycled by Evergreen

- ☒ "Waste" is separated from "recycling" before it is picked up by the hauler.  
☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

Recycler: Filter Recycling Services Inc                      Service Contract No.: 6C047005  
Contact Person: Larry Ford  
Address: 180 W. Monte Avenue    Rialto, CA 92316  
Phone No.: 800-698-4377  
Material(s) collected: Used oil filters Comments:

---

Recycler: Evergreen Environmental Services  
Address: Road 30B    Davis, CA 95616  
Phone No.: 800-596-9455  
Material(s) collected: used oil

---

Wooden Pallets recycled through Supply Services - approx Ten pallets per year

Toner cartridges are sent to mail room for recycling pick-up.

Other materials self-hauled and recycled:

Newspaper: qty 1 / size 30 gallon bag / frequency-quarterly

Aluminum, glass & plastic beverage containers (mixed): 1 / 55 gallon drum / quarterly



## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies : Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Automotive)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salvage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scrap Metal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pallets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

*ELECTRONIC WASTE*	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications South Shop,  
6200 Box Springs Blvd, Suite B, Riverside, CA 92507  
Location code: 047S  
Contact name: Fred Piper  
Contact phone: 951-653-6062

Waste/Recycling Service Provider Information

Name: (services provided through landlord of facility - unk name)

Address:

Phone Number:

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	1/4, 1/2, 3/4, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans

- ☒ "Waste" is separated from "recycling" before it is picked up by the hauler.  
☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

Automotive tires, used motor oil, used oil filters, and used vehicle batteries are taken to local CHP Areas for recycling.

Packing material (padding, 'popcorn', boxes) is re-used locally.

Toner cartridges recycled through supplier/manufacturer at no expense to State.

Other materials self-hauled and recycled:

Aluminum, glass & plastic beverage containers (mixed): 1 / 55 gallon drum / quarterly

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES* (Used, Surplus, Recycle Contract)</b>	<b>Recycle</b>	<b>N/A</b>
White Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Paper	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cardboard	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies :Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Automotive)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Salvage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scrap Metal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pallets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

*ELECTRONIC WASTE*	Recycle	N/A
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

CALIFORNIA HIGHWAY PATROL  
Annual Waste Disposal/Recycling Bin Survey

Command name: Telecommunications Warehouse,  
3270 Reed Avenue, West Sacramento, 95605

Location code: 047T

Contact name: Gerald Holland

Contact phone: 916-376-8500

Waste/Recycling Service Provider Information

Name: HMR USA

Address: 435 23<sup>rd</sup> Street, San Francisco, CA 94107

Phone Number: Gwen Khumalo, 916-381-5504

If your command uses more than one provider, please supply the names, addresses, and phone numbers in the comments below.

DESCRIBE THE TYPE OF WASTE/RECYCLING, WHAT SIZE CONTAINER, AND THE FREQUENCY OF PICKUP: Please be as accurate as possible as these figures will be used to calculate the weight of the waste that is sent to the landfill. Use the comment section below for additional details.

SIZE	FULLNESS	FREQUENCY OF PICKUP	TYPE OF CONTENTS
i.e., 3 yard, 5 yard, 30 gallon	¼, ½, ¾, or Full	i.e., weekly, bi-weekly, monthly	i.e., garbage, paper, cardboard, bottles and cans
1,000 items (recycled)		one time	defunct/defective radio equipment, radio scanners, cell phones, BlackBerrys - Recycled through HMR
1,197 pieces (recycled)		one time	Scrap Metal / Aluminum - Recycled through HMR
blue bins (see ASD records)	full	(see ASD records)	paper - white, Recycling Contract managed by ASD
5 yard bin (recycled)	full	monthly	cardboard (Recycled through "Waste Management")

- ☒ "Waste" is separated from "recycling" before it is picked up by the hauler.  
☐ "Waste" is separated from "recycling" by the hauler at another location.

Comments/Clarifications:

additional items recycled:

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3000 items (approx 1500 pounds)      one time      used/defective rechargeable batteries  
Recycled through battery recycler: AERC.com, Inc. (dba AERC Recycling Solutions)  
Andrea Rodriguez, Regional Sales Mgr  
30677 Huntwood Ave., Hayward, CA 94544

Wooden Pallets recycled through Supply Services - Ten pallets per month (approx 25 lbs)

Toner cartridges are sent to mail room for recycling pick-up.

## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*RECYCLABLES*</b> (Used, Surplus, Recycle Contract)	<b>Recycle</b>	<b>N/A</b>
White Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Colored Paper	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cardboard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bottles	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Waste/Composting	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Grass/Leaves/Mulching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Printer Toners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Furniture: Desks, Chairs, File Cabinets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Office Equipment/Supplies : Calculators, Desk items	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keyboards, Mice, Speakers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Safety Gear: Rainwear, Insulated Boots, Goggles, etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Police Protective Equipment, Helmets, Handcuffs, etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency Medical Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cameras	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Weaponry: Firearms, Conductive Energy Weapons, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Brass	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trunk Organizers and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construction Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gym Equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Janitorial Equipment, Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Automotive Supplies, Shop Rags	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Automotive)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mechanical Equipment (Cabinet Shop)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mechanical Equipment (Reproduction, Bindery)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lawn Care Equipment and Supplies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Portable Truck Scales	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*SPECIAL WASTE*</b>		
Tires	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Salvage	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Scrap Metal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wood	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pallets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concrete/Rubble	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dirt	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kitchen Grease	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sludge	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Special Event Collection	<input type="checkbox"/>	<input checked="" type="checkbox"/>



## CALIFORNIA HIGHWAY PATROL RECYCLING ACCOMPLISHMENTS SURVEY

Mark an **X** in the **Recycle** column if you recycle the item, **or**, mark an **X** in the **N/A** column if the item does not pertain to your Command. Note: Items that are sent to Supply Services Unit, Information Technology Section, or Fleet Operations Section, are considered recycled; items that are returned or recycled with a vendor contract are considered recycled. Mark them with an **X** in the **Recycle** column. All items on the list must be declared in one of the columns.

<b>*ELECTRONIC WASTE*</b>	<b>Recycle</b>	<b>N/A</b>
Computers, Monitors, Laptops, Personal Data Assistants, All Phone Types, Radios, Televisions, File Servers, Mobile Network Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b> Specify any items that are not on the list that you recycle instead of sending to the landfill; briefly describe the method that you use for recycling.		

ACTIVE RECORDS				INACTIVE RECORDS			
		NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET	
CABINETS	Letter drawers	34 x 1.500	51.000	Letter drawers	4 x 1.500	6.000	
	Legal drawers	x 2.000		Legal drawers	x 2.000		
	Shelves	49 x 2.250	110.250	Shelves	x 2.250		
MODULAR	Desk drawers	24 x 1.000	24.000	Radio cards (27 inches deep)	x 0.375		
	Drawers (20" x 11" x 12")	x 1.500		7-drawer cabinet (8" x 5")	x 1.250		
	Shelves (23" x 12.5" x 13")	16 x 2.000	32.000	Record center storage box (Archive)	2 x 1.000	2.000	
	Shelves (40" x 12.5" x 13")	49 x 3.750	183.750	Oxford file (box for copier paper)	x 1.500		
CARD DRAWERS	16 INCHES	5" x 3"	x 0.139	OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)			
	27 INCHES	8" x 5"	x 0.370		x		
		5" x 3" Double drawer	x 0.469			x	
		8" x 5" Double drawer	x 1.250			x	
		Radio	x 0.375			x	
Regular desk drawers		x 1.500			x		
Video cassette tapes (Do not include blank tapes)		x 0.042			x		
Binder (1" capacity)		x 0.050			x		
Binder (2" capacity)		x 0.100			x		
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)					x		
Blueprints (28" x 40")		22.00 x 0.300	6.600		x		
Blueprints (40" x 50")		10.00 x 0.500	5.000		x		
		x			x		
		x			x		
		x			x		
(Rounded to nearest foot) TOTAL			413	(Rounded to nearest foot) TOTAL			
				8			

## FORMS MANAGEMENT REPORT

Total number of active forms (This total shall agree with actual count on CHP 67A, Forms Log) 14

~~Submit a new CHP-67A whether or not there have been changes.~~

If any forms have been added or revised, attach a copy of each new/revised form to the CHP 67A.

# ANNUAL PAPERWORK REPORT

CHP 40 (Rev. 6-06) OPI 076

Original: Must be at Automated Business Solutions  
Unit by last business day in July  
Duplicate: Local File

DATE 06/25/2009	LOCATION CODE 047
COMPLETED BY Michelle Smith	

ACTIVE RECORDS			INACTIVE RECORDS		
	NUMBER OF FULL ITEMS	CUBIC FEET		NUMBER OF FULL ITEMS	CUBIC FEET
Letter drawers	x 1.500		Letter drawers	x 1.500	
Legal drawers	x 2.000		Legal drawers	x 2.000	
Shelves	x 2.250		Shelves	x 2.250	
Desk drawers	x 1.000		Radio cards (27 inches deep)	x 0.375	
Drawers (20" x 11" x 12")	49 x 1.500	73.500	7-drawer cabinet (8" x 5")	x 1.250	
Shelves (23" x 12.5" x 13")	58 x 2.000	116.000	Record center storage box (Archive)	x 1.000	
Shelves (40" x 12.5" x 13")	25 x 3.750	93.750	Oxford file (box for copier paper)	x 1.500	
16 INCHES	5" x 3"	x 0.139	OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)		
16 INCHES	8" x 5"	x 0.370	Drawers (40 x 12 x 12)	14.00 x 2.000	28.000
27 INCHES	5" x 3" Double drawer	x 0.469	Shelves (42 x 12 x 12)	24.00 x 3.750	90.000
27 INCHES	8" x 5" Double drawer	x 1.250	Shelves (20 x 12 x 12)	8.50 x 2.000	17.000
27 INCHES	Radio	x 0.375	Shelves (46 x 12 x 12)	4.00 x 3.750	15.000
Regular desk drawers	x 1.500		Shelves (34 x 12 x 12)	36.00 x 2.000	72.000
Audio cassette tapes (Do not include blank tapes)	x 0.042			x	
Under (1" capacity)	x 0.050			x	
Under (2" capacity)	x 0.100			x	
OTHER: (FOR EACH BOX, SHELF, OR DRAWER SPECIFY QUANTITY AND SIZE - STATE WIDTH X HEIGHT X DEPTH IN INCHES AND FOLLOW THE INSTRUCTIONS IN THE HELP FIELD)				x	
Blueprints (28" x 40")	22.00 x 0.300	6.600		x	
Blueprints (40" x 50")	10.00 x 0.500	5.000		x	
Drawers (34 x 12 x 12)	4.00 x 2.830	11.320		x	
Drawers (40 x 12 x 16)	20.00 x 4.440	88.800		x	
Drawers (59 x 12 x 14)	6.00 x 5.736	34.416		x	
(Rounded to nearest foot) TOTAL		429	(Rounded to nearest foot) TOTAL		222

## FORMS MANAGEMENT REPORT

Number of:

Forms (July 1 last year)	14
New forms (added after June 30 last year)	0
Forms cancelled (since July 1 last year)	0
Total number of active forms (This total shall agree with actual count on CHP 67A, Forms Log)	14

Submit a new CHP 67A whether or not there have been changes.

If any forms have been added or revised, attach a copy of each new/revised form to the CHP 67A.